



## Horizon Montessori Public Schools

*"Tomorrow's Education Today"*

**2402 E. Business Hwy. 83 Weslaco, Texas 78596**

**To:** Horizon Montessori Public Schools  
**From:** Alim U. Ansari, Superintendent  
**Date:** April 25, 2022  
**Subject:** Summer Work Schedule

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**Date: June 6, 2022 – July 1, 2022**

**Schedule: Monday-Thursday, 7:30am-6:00pm (1/2-hour lunch)**

All employees scheduled to work in the summer will work a forty-hour, four-day week. Custodial and maintenance staff will not be included in this schedule and will continue their regular schedule. As you plan for time and attendance, please see the following points of clarification.

- If a monthly salaried employee takes state/local leave day on a scheduled 10-hour workday, the employee will be charged an 8-hour leave day and the employee will need to make up the remaining 2 hours.
- An employee will be allowed to carry no more than 8 hours in June. If the time owed is not made up within the month, leave will be charged accordingly. If leave is not available, the employee's pay will be docked for the time not worked.
- If an hourly employee takes a state/local day, the employee will be charged per hours taken. If leave is not available, the employee's pay will be docked for the time not worked.
- Should an employee need to make-up time, the employee will work with his/her immediate supervisor to determine a schedule for making up the time.
- All employees are required to clock in and out at the start and end of the day.

For calendars ending after June 6, 2022, see examples below.

- Employees on a 207-day assignment (Nurses/Librarians), the calendar end date is June 10, 2022. Employees on the week of June 6-10, 2022, will follow the Summer Work Schedule for this week.
- Employees on a 215-day assignment (Counselors), the calendar end date is June 22, 2022. Employees on the weeks of June 6-9 and 13-16 will follow the Summer Work Schedule for these two weeks. June 20-22 will be 8-hour workdays.

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Horizon Montessori does not discriminate against any member of its community on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.



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- Employees on a 226-day assignment, the calendar end date is July 1, 2022. Employees on the weeks of June 6-9, 13-16, 20-23 and 27-30 will follow the Summer Work Schedule.
- This schedule does not apply to custodial or maintenance staff.
- Employees with questions about their available leave balance should utilize their employee portal or contact the Payroll Department.
- For any other questions regarding the Summer Work Schedule, please contact the Payroll Department.

Sincerely,

Alim U. Ansari

Superintendent of Schools

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